

## **MADERA COUNTY**

### **COMMUNITY HEALTH EDUCATION DIRECTOR**

#### **DEFINITION**

Under administrative direction, to manage, supervise, and coordinate the activities and operations of the Community Health Education Division within the Public Health Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Public Health Director.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates Community Health Education Division functions and activities; coordinates community health education programs including AIDS Education/Testing, AIDS CARE II, and Tobacco Education Control; participates in the development and implementation of goals, objectives, policies, and priorities for the Community Health Education Division; selects, directs, supervises, trains, and evaluates assigned personnel; negotiates and monitors State contracts and grants; provides overall coordination of educational activities in each of the programs affected within the Department; negotiates, writes, and monitors State contracts and grants; organizes and staffs advisory boards and coalitions; maintains and coordinates relationships with appropriate governmental and community agencies and organizations; maintains and coordinates relationships with community media; oversees and coordinates satellite clinics relative to assigned programs; assesses program productivity, output and accountability in relation to County policies, program goals, objectives, and funding programs.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a community health education program.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Regional organizations and resources.  
Research and information gathering techniques.  
Principles and techniques of management and program administration.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Manage, supervise, and coordinate community health education activities and operations.  
Supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions.  
Prepare clear and concise reports.  
Participate in the development and preparation of the assigned budget and expenditure control.  
Effectively represent assigned programs and operations of the Community Health Education Division to the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of responsible experience working in administration and management or educational training which would develop familiarity with the functions, operations, and programs of health related fields including three years of supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, health management, education, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including exposure to infectious disease; ability to travel to different sites and locations.

**Effective Date:** May, 1995